

4 December 1947

MEMORANDUM FOR THE ASSISTANT DIRECTOR FOR OPERATIONS

FDB Monthly Progress Report

1. Forwarded herewith is progress report of Foreign Documents Branch for month ending 30 November 1947.

2. Implementation of recently proposed plans and policies:

a. Translation Service Division

CIA Administrative Instruction 50-14, dated 6 November authorized FDB to establish a central translation service for CIA. In implementation of this (a) a tentative table of organization was drawn up and submitted through OO to the Executive for Administration and Management under date of 21 November, (b) the Executive for Inspection and Security and the Personnel Branch, A&M, were contacted and procedures were arranged for the submission of names of applicants on which there is desired approval of interim employment in the translation of unclassified material pending their security clearance, (c) arrangements were started to clear space on the first floor of [ ] for the use of linguist personnel being employed on unclassified material pending security clearance. [ ] for the use of linguist personnel being employed on unclassified material pending security clearance. Aforementioned space was approved by I&S Physical Security Division. However, additional space will be required for document processing and it is anticipated that Services Branch will be requested for such additional space as is determined to be necessary.

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No personnel had as yet been assigned to this division as of 30 November, but it is anticipated that some will be within a week to two weeks. Meanwhile requirements for translation continue to build up through OCD. However, no translation requests were received from OSO during November.

b. Processing of periodicals

- (1) In addition to receipt of periodicals from the Library of Congress, ID Library, ONI and Naval Research Library, arrangements were completed during the month to receive (a) all current periodicals being received by the Smithsonian Institution on one-week loan, (b) all current periodicals received by the National Research Council on up to 30-day loan, and (c) all current Far Eastern and Satellite periodicals

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being received by the Department of State (IAD) on two-week loan, (d) one Rumanian periodical currently being received by Bureau of Mines on indefinite loan.

(2) Survey of sources

- (a) Air Documents Division, Wright Field  
About 40 Russian periodicals being received, but no exploitation has as yet been undertaken. Ten of these are borrowed from State Department. Complete list on file in FDB. Arrangements are being made to obtain those on loan that FDB is not currently receiving.
- (b) Columbia University  
Listing obtained of current periodicals being received by the Russian Institute. This list contains about 30 periodicals, all of which are presently being received by FDB from other sources. The Physics Institute Library receives four Russian periodicals, all of which are presently received by FDB. The Medical Library has subscriptions in but has received no periodicals this year.
- (c) Engineering Societies Library, NYC  
Nine Russian periodicals currently being received, two of which are not available to FDB. Endeavors will be made to obtain these on loan from this library or through the Society of Naval Architects, US.
- (d) American Institute of Physics  
This institute operates as a forwarding and exchange agency through which its members may obtain periodicals from abroad. Endeavors will be made to obtain excess copies received and a listing of members receiving periodicals.
- (e) Bureau of Standards (See Oct report)  
Listing of periodicals received has been forwarded to FDB. This list contains 24 periodicals. Arrangements will be effected to obtain these on loan.
- (f) Office of International Trade  
All periodicals received by this office are presently available to FDB from other sources.

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(g) Geological Survey, Interior Department  
No current periodicals being received from the USSR. Some satellite and Scandinavian periodicals are received regularly. Loan arrangements can be made.

(h) Patent Office  
This office currently receives two Russian periodicals already available to FDB. In addition a few Scandinavian periodicals are received and one Chinese periodical. Arrangements are being made to procure the latter on loan.

3. Accomplishment of overall mission.

- a. Clarification of FDB mission is still awaiting action on proposed implementing supplement 1/5 by the IAC.
- b. No authorization concerning disposition of captured documents was received during November from OCD. However, information copy of General Council's memorandum on this subject was received and further action by OCD is being awaited. Records Control Officer for CIA has informed FDB that Japanese military records destined for National Archives will have to be resorted, grouped and listed. To accomplish this FDB will require additional shelving space for a period estimated at 3 to 6 months.
- c. Central ICF operations will be transferred from FDB to Reference Center, A&M, on 1 December 1947. Although it had been anticipated that FDB reproduction facilities would be transferred to A&M at the same time, this has been postponed indefinitely.
- d. The following coordination of translation facilities has been affected:
  - 1. Weather Bureau: A list of all foreign documents and translations held by the Weather Bureau was forwarded to FDB. Since arrangements were concluded to obtain all unpublished manuscript translations from the Bureau, the flow of this material has been constant and regular. These translations are now available in FDB.
  - 2. Air Weather Service, Department of Air: A listing of 297 Russian Meteorology and Hydrology publications, the majority of which are translated into English and available at the Air Weather Service, was obtained for

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Source Survey Records. Arrangements were made with the Service to make available to FDB on loan copies of all the translation. It was agreed that FDB will be notified of all future translations from foreign language documents.

3. No translation is being done by any of the following at this time: Geological Survey, Patent Office, American Institute of Physics.
- e. For list of reports produced by FDB during reporting period, see Appendix I.
- f. Requirements have again increased over the preceding month. For list of projects currently assigned, see Appendix II.
- g. Detailed review of the FDB personnel situation will be found in Appendix III.
4. Proposals for improvements and new projects contemplated.
  - a. It is contemplated that contact will be made in the near future with the following agencies to determine periodical holdings and translation facilities:
    1. American Chemical Society
    2. State Department Translation Section
    3. ONI Translation Section
    4. Army Medical Library
    5. Army Medical Intelligence
    6. Biographical Abstracts
    7. Bell Telephone Laboratories
  - b. Inasmuch as listings of current books from the USSR have been received, it is contemplated that FDB could serve the researchers and analysts by providing abstracts of such of these current books as may have information of intelligence value. Such a publication could be handled on the basis of the present periodical abstracts or as a review of current USSR books available in the U. S. of interest to intelligence agencies.

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Colonel, FA,  
Chief, Foreign Documents Branch.

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